

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
REGULAR WORK SESSION
MONDAY, NOVEMBER 1, 2010
5:30P.M.**

1. OPENING

1.1.1 Call to Order

Council President Gatling called the meeting to order at 5:37p.m.

1.1.2 Roll Call

Present: Councilmember Latasha Gatling, Mayor Eugene Grant, Councilmember Darrell Hardy (Absent), Councilmember Kelly Porter (Late Arrival 5:53p.m.), Councilmember Gerald R. Raynor, Sr., Councilmember Elenora Simms, Councilmember Aretha Stephenson, Councilmember Reveral Yeargin (Absent)

Staff: Robert Ashton, Acting City Administrator, Dashaun N. Lanham, City Clerk

1.1.3 Invocation and Pledge of Allegiance:

The invocation was given by Mayor Grant

1.1.4. Approval of Agenda

The agenda was accepted with the following modifications:

- Addition of 6.5 – Police Vehicle Maintenance Gas & Fill-Up/Public Works.
- Council President Gatling requested that 4.3b, 4.3d-4.3f be stricken from the record. It was motioned by Councilmember Stephenson and seconded by Councilmember Raynor to approve the agenda. The motion carried.

2. PRESENTATIONS:

2.1. John C. Etoh & Associates, PC:

- John Etoh, John C. Etoh & Associates,
- Presented to the City Council the proposal response to the RFP for the Internal Audit. He stated that he isn't new Seat Pleasant, as he has performed the external audit for the City in the past.

- The job of the internal auditor is to come behind and to ensure that everything is done correctly. This is to ensure corrections of any mistake made in the Accounting Department.
- The trend today the Government Accounting Standards are constantly evolving and changing. The first time he attended Seat Pleasant they were on GASB 54 and now they are on GASB 57.
- The reliance of your financial reports comes from the internal system. The response is appropriate to develop any internal control.
- He is aware that the City has not implemented and adopted internal procedures control.
- Mayor Grant requested that Mr. Etoh provide the City Council with a swap analysis. He said the first problem is segregation of duties. The department is too small for segregation of duties. The monitoring of transactions currently does not exist. He stated that the City is fortunate to have a Treasurer that follows the procedures that were not adopted.
- He stated that if all of the procedures are adopted it will be hard to follow.
- Mayor Grant stated that he is trying to assist him in ensuring the City Council will consider his firm based on his prior knowledge. He stated that he is aware of our internal deficiencies and his report should reflect what he can recommend from prior knowledge.
- Mr. Etoh stated that he understands his statement, but it doesn't quite work in the manner that the Mayor is recommending. He stated that an auditor will need to come in to review and make the recommendations to the City after review and corrections of any journal entries.
- Mayor Grant stated that he will not get any arguments from him or the Council. However, they would like for him to state why they should select his firm.
- Councilwoman Simms asked him to explain the process of an internal audit. Councilwoman Gatling stated that his time of the presentation is up and he would need to respond in writing.
- Councilwoman Gatling requested that he submit his response to the City Clerk Mrs. Lanham.

2.2. Lindsey & Associates:

- Jim Lindsey, Lindsey & Associates, the firm is a ten person firm and six are CPA. They have performed the audit for the City in 2007, 2008 and 2009. Their practice is primary auditing. We have a practice that provides services to local governments. They have audited MTA, City of Annapolis and Allegany.

Bill Wilkerson will be the person to perform the services, as he has 20 years of services.

- His understanding is to review and recommend internal control systems. The system of internal control will be reviewed by department. They will start with Finance, Police, Administration and Public Works. They would look at every department to make the recommendations.
- Mayor Grant asked him about the 160 billable hours at the rate of \$90 per hour. Mr. Lindsey stated the standard rate is \$60-\$265.00 per hour.
- Mayor Grant stated that when recommendations are made to the clients, how are the recommendation communicated. He stated it depends on the severity of the recommendations. They do not audit internal controls they review the internal reporting.
- Mayor Grant wanted to know how many clients have they dealt with of a sizable government to the City of Seat Pleasant. Mr. Lindsey stated that they have audited about two dozen. They review the internal control weaknesses and they will bring it to your attention for correction. They will review the same information the following year. He stated some agencies never correct the internal weaknesses.
- Mayor Grant asked him to provide four (4) recommendations of companies he has audited.
- He stated that he would like to continue to handle the external audit by reviewing the financial statements.

2.3. Standard Solutions:

- Bryan Hacker stated that they are recommending a parking structure over two rolls of the parking area. He stated that the structuring was being built and it will hold the 45 panels.
- Mayor Grant wanted to know if the panels can be placed on the Public Works roof. He stated the roof wasn't large enough to handle the amount of panels.
- Councilman Porter wanted to know if the structure was permanent and can it be moved, if necessary. Mr. Hacker stated that the panels can be relocated to another location if necessary.
- We are trying to meet a propose install date by year end. The county has requested the completion date. Mr. Flynn stated that it takes four (4) to six (6) weeks from the time we say yes until implementation. It has something to do with natural gas energy and electricity.
- They need a signature on the last page of the document. Mr. Ashton stated that he wanted the Mayor and Council to get an update before he signed the

document. Mr. Flynn stated from the audience the location of the structure is the best location to install.

- Councilwoman Gatling wanted to know if the Council consensus was to move forward with the install. The Council agreed.

3. LEGISLATION

- Ordinance O-11-04 Commercial Truck Route was introduced by Councilwoman Elenora Simms and the first reading was declared on Monday, November 1, 2010.
- Councilwoman Gatling was concerned with the fine amount and wanted to know the maximum amount allowed on a misdemeanor.
- Councilwoman Gatling stated that Seat Pleasant Drive has a restriction for trucks due to the bridge. We will need to remove Seat Pleasant Drive as one of the routes.

4. REPORTS

4.1. Mayor's Report:

- Mayor Grant stated that there is a meeting scheduled for Thursday, November 4, 2010 at 10:00am. He will need each committee member to attend as the plans will be presented before it is presented to committee in the community.

4.2. City Administrator Report:

- Robert Ashton, Acting City Administrator Report: Mr. Ashton stated that he received a proposal for storage for the Feggans Center.
- He stated that we received the Community Legacy Block Grant for PY36 and the Mayor has signed off on the grant. He will provide the council with the list of streets.
- He has a storm management proposal for \$9,500 and the monies are not in the budget, but they have some recommendations for the line items. The proposal entails preparation to get funds. The area affected is Booker Drive, and Carrington. Councilwoman Gatling would like to know if the area in Ward II can be included.
- We will be concluding with the evaluations and we are looking at other health care options to reduce the cost further.
- Councilwoman Gatling stated the paperwork for the bond bill is due in December please ensure that it is submitted on time.
- Councilwoman Simms stated that she noticed Mr. Ashton had the Economic Development RFP in the package. She said it will coincide with her report.

- **Council Committee Reports:**

- 4.3A. Economic Development, Housing & Planning Committee-**

- Councilwoman Simms, Chair of Economic Development, Housing and Planning Committee stated that Mr. Ashton had included in the packet the advertisement for Economic Development personnel on a contractual basis. She has submitted a job description for the Council to review. Although, the job description is for an Economic Development Manager. She would like to have an Economic Development Special Assistant or someone with a strong economic background.

- 4.3C Governmental Affairs & Technology Committee-**

- Councilman Porter, Chair of the Governmental Affairs & Technology Committee stated that he will give his report under New Business.

- 5. NEW BUSINESS**

- 5.1. Jonathan Taylor, Kumase Development, Inc-Economic Development-**

- Mr. Taylor presented to the City Council an FY2011 Community Development Economic Development Proposed Work Plan Strategy to revitalize M.L.K and establish an Economic Development Department. He briefly outlined the Work Plan Objectives and Priorities.

- 5.2. Business Breakfast Contribution with County Executive Elect Rushern Baker & States Attorney Angela Alsobrooks-**

- Mayor Grant stated that three Mayors of the local municipalities will split the expense on November 22, 2010 at the Seat Pleasant Activity Center. They are looking at caterers and it will be limited to leaders and elected officials. Each locality will be allowed to invite a maximum of 25 people. They are awaiting confirmation from Baker and Toles office. He will let the council know upon receipt of confirmation.

- 5.3. Declaration of Municipal Government Month**

- Councilman Porter presented the draft required Resolution for the City Council to consider for participation of the Maryland Municipal League (MML) Municipal Government Month. He explained the passing of the legislation will go towards the MML Banner City Program. There are a few criteria that each town must meet for consideration and the award of a banner city.

- Councilwoman Simms stated that she thought we must past a proclamation and have and fly the Municipal Government Month Flag (MGW) and send in a photo of the flag being flown.
- Councilwoman Gatling asked the Council if the consensus was to pass the legislation. The council agreed.
- The Resolution will be placed on Monday, November 8, 2010 agenda.

5.4. Governmental Administrative Operating Policies and Procedures Follow Up & Corrective Actions

- Councilman Porter, Chair of Government Affair & Technology reported that the committee met with Mayor Grant regarding the development of a policy format for tracking and implementation of City Projects. The purpose of the form will be to uphold accountability and progressive discipline for improper following of policy. They would like to have a mainframe that would aid in the filing system update and storage process.

5.5 Requests by Pleasant Entertainment-

- Councilwoman Gatling read the written request from Pleasant Entertainment regarding the usage of the parking lot at 6430 Central Avenue, Seat Pleasant, MD. She asked the Acting City Administrator what was the position of the Administration on the request.
- Mr. Ashton stated that the memorandum basically explains the Administration decision, which was to deny the request.
- Mayor Grant stated that the City shouldn't take a position on the matter at all. He stated that the event will be held on private property and we are not a dictatorship.
- Mr. Ashton stated the Code Enforcement Department was concerned about the debris being on the premises.
- Councilwoman Gatling stated that the owner of the premises needs to make sure that the debris is removed or they will be fined accordingly.

6. UNFINISHED BUSINESS:

6.1. Thanksgiving Basket Recommendation

- The City Council stated that the report was incomplete from the Community Service Department. They would like to see numbers reflecting the cost to the City.
- The Council requested that Mrs. Sanders submit another report that will provide the cost to the City before Monday, November 8, 2010.

6.2. Contract for Roof Repairs

- Mr. Ashton stated that the City Attorney reviewed the contract submitted by J.T. Services for the repair of the roof on City Hall. The contractor has provided the requested information to the City Attorney and would like the council approval to have the work completed.
- Council President Gatling asked the council if the consensus was to approve the Roof repair on City Hall.
- The Council agreed to approve the contract and contractor for the roof services.

6.3. Financing for Public Works Vehicles

- Mr. Ashton presented the proposed financing options for the leasing of four (4) dump trucks, a street sweeper, a tractor and a salt spreader to the City Council.
- Councilman Porter inquired of the maintenance package on the vehicles. Mr. Ashton stated that he would need to get back with him on the request.
- Councilwoman Gatling asked if the City Council would approve the financing package as presented by Mr. Ashton.
- It was motion by Councilwoman Stephenson and seconded by Councilman Raynor to approve the financing of the vehicles contingent upon the maintenance package. The motion carried.
- FOR: Gatling, Porter, Raynor, Simms, Stephenson
- AGAINST: None
- ABSTAIN: None
- Councilwoman Gatling requested that Mr. Ashton present the maintenance package to the City Council by close of business on Tuesday, November 2, 2010.
- Councilwoman Gatling stated that all concerns are to be presented to Mr. Ashton by Friday, November 5, 2010.

6.4. Seat Pleasant Partnership with Housing Initiative Partnership (HIP)

- Mr. Ashton stated that the Grants Coordinator had worked diligently with Veronica Owens to identify a program that the remaining of the monies can be used of the Community Legacy grant.
- They have named the program the Senior Green Program and the residents will need to complete an application by Monday, November 29, 2010.
- The City Council gave the approval to move forward with the Senior Program.

6.5. Police Vehicle Maintenance Gas & Fill Up

- Councilwoman Simms stated that she presented a memorandum to the Chief of Police regarding the Vehicle Take Home Policy, and the Public Works Director on the vehicle maintenance.
- The Chief of Police stated that he was not aware of the vehicle take home policy and he asked for additional time to provide the requested information.

7. ANNOUNCEMENT

7.1. Public Session, Monday, November 8, 2010 at 7:00p.m., Council Chambers

7.2. City Charter Review, Friday, November 12, 2010 at 9:00a.m., Council Chambers

ADJOURN-It was motioned by Councilwoman Simms and seconded by Councilwoman Stephenson to adjourn the meeting. The motion carried. The meeting adjourned at 7:30p.m.

Submitted by,


Dashaun N. Lanham
City Clerk